



PROCEDURE S-2

SUBJECT: SCHOOL BUS SAFETY PROGRAMS

Pre-School/Early Years Bus Safety Program

- A Pre-School Bus Safety program will be coordinated by the HPSTS General Manager and scheduled by the School Bus Company.
- The schedule of dates will be drawn up between the School and the School Bus Contractor and dates are to be provided to HPSTS.
- The O.P.P. Community Services Officer or the local police in a town School will participate as available.
- The program will last approximately one hour and includes a video, a bus ride and crossing the road with the bus, with refreshments served afterwards as determined by the School.
- It is the responsibility of each elementary School Principal or designate to ensure the following are supplied when they arrive at your School:
 1. two responsible senior students (grade 7/8) to assist with the program;
 2. name tags for each child – first name only;
 3. milk or juice and cookies for each child as determined by the School;
 4. coffee or juice for the Parents or Guardians as determined by the School;
 5. a TV and a VCR/DVD/Projector

Bus Evacuation Program

Coordinated and scheduled by the School Bus Company and School Staff with dates and times provided to HPSTS.

a) Assembly in Gym (including Teaching Staff);

- Review bus riding responsibilities and review the “BUS RULES” Sign (eating/anaphylaxis) by School Bus Company Safety Team.
- Importance of evacuation plan in case of an emergency and stressing the importance of older students taking responsibility.
- Video
- Discussion
- Hydro wires and engine fire
- Bus moving (School Bus Driver collapses)
- Use of Radio & Identify all Safety Equipment and Lights

b) Demonstration in Bus (Students and School Bus Drivers)

- Complete a rear door evacuation
- Demonstration of a side window evacuation by the School Bus Company Safety Team and student helpers (as required).

Green Tag Program

Coordinated by HPSTS and administered by the participating Schools, the program will consist of:

a) Green Tag

- Ordered and supplied by HPSTS
- General Info Pamphlet created and provided by HPSTS
- Parent or Guardian Sign-up form created and provided by HPSTS

b) School Staff

- Coordinate Parent or Guardian Sign-up forms
- Provide Green tags for JK and SK students
- Provide replacement tags and straps as required